

WASTEWATER CAPACITY RESERVATION APPLICATION
Department of Public Works and Engineering
City of Houston

Procedure for Completing a Wastewater Capacity Reservation Application

1. *The attached Wastewater Capacity Reservation Application is a three page form which must be completed by the current property owner or by an authorized representative of the owner. Please note that if the applicant is not the current owner of the subject property, a notarized Letter of Authorization from the property owner must accompany the application.*
2. *When submitting the Wastewater Capacity Reservation Application, an application fee will be due. This fee is based on the total size of the subject property (for vacant land) or the size of the proposed development. For example, a 2,500 square-foot addition to a shopping center located on eighteen (18) acres of land would require only a \$55.00 processing fee.*
3. *A site plan or survey, indicating the dimension of the property must be attached to the Wastewater Capacity Reservation Application when the site is:*
 - a. *Not located in a subdivision,*
 - b. *Located on a portion of a lot or reserve in a subdivision, or*
 - c. *An acreage tract.*
4. *The application must be filled out completely and accurately. If the application is not completed properly, you will be required to go to 3300 Main, First Floor, Impact Fee Administration Section, to add or correct information. The application will be returned if the owner or agent is not able to personally correct the application. This will increase processing time for your application.*

The following information is often missing:

- a. *The street address is not indicated (Page 1 of application).*
 - b. *The tract size is not provided (Page 1).*
 - c. *Vacant property is not indicated (Page 2).*
 - d. *Appropriate information on high volume water users is not included (Page 2 and 3).*
 - e. *Whether existing development will be removed or remodeled is not specified (Page 2).*
 - f. *Prior letters regarding this site are not attached or, if attached, their relationship to the present request is not indicated.*
 - g. *An acceptable form of proof of ownership of the property, **i.e. recorded warranty deed, recorded deed of trust, title report, or title opinion.***
5. *Due to the large volume of applications currently being received, three to four weeks may be required to process a Wastewater Capacity Reservation Application. The sanitary sewer response and the water and storm drainage response will, in most cases, be mailed together.*
 6. *The completed application, application processing fee and supporting documentation should be submitted to the following:*

*Public Works and Engineering Department
Impact Fee Administration Section
P.O. Box 131927
Houston, Texas 77219-1927*

7. *Should an applicant need any additional information concerning the submittal of the Wastewater Capacity Reservation Application, please contact Impact Fee Administration personnel at wcrtechs@cityofhouston.net or:*

*Heena Jadav
Ava Mickle
Christine Robinson*

*(713) 837-0142
(713) 837-0143
(713) 837-0136*

*Vivian Ilaboya
Regina Otu*

*(713) 535-7880
(713) 535-7888*



WASTEWATER CAPACITY RESERVATION
APPLICATION FEE SCHEDULE FOR
VACANT LAND

Number of Acres

Dollars

$0 < x \leq 1$	55.00
$1 < x \leq 2$	80.00
$2 < x \leq 3$	105.00
$3 < x \leq 4$	130.00
$4 < x \leq 5$	155.00
$5 < x \leq 6$	180.00
$6 < x \leq 7$	205.00
$7 < x \leq 8$	230.00
$8 < x \leq 9$	255.00
$9 < x \leq 10$	280.00
$10 < x \leq 11$	305.00
$11 < x \leq 12$	330.00
$12 < x \leq 13$	355.00
$13 < x \leq 14$	380.00
$14 < x \leq 15$	405.00
$15 < x \leq 16$	430.00
$16 < x \leq 17$	455.00
$17 < x \leq 18$	480.00
$x > 18$	505.00

CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS
AND ENGINEERING
PLANNING AND DEVELOPMENT SERVICES
APPLICATION AUTHORIZATION FORM

AS FEE SIMPLE OWNER OF THE PROPERTY REFERENCED IN THE WASTEWATER
CAPACITY RESERVATION APPLICATION, I HEREBY AUTHORIZE

_____, TO SUBMIT A
WASTEWATER CAPACITY RESERVATION APPLICATION ON MY BEHALF.

THIS AUTHORIZATION **DOES/DOES NOT** AUTHORIZE MY REPRESENTATIVE TO
MAKE CHANGES OR CORRECTION TO THIS APPLICATION. (PLEASE CIRCLE)

IN ADDITION, THIS AUTHORIZATION **DOES/DOES NOT** AUTHORIZE MY
REPRESENTATIVE TO OBTAIN A COPY OF THE RESERVATION LETTER AFTER
PROCESSING BY THE CITY OF HOUSTON.

(SIGNATURE OF FEE SIMPLE TITLE OWNER)

(PRINT NAME)

(DATE)

NOTE: COPIES OR FAX COPIES OF THE SIGNATURES ON THIS FORM WILL NOT BE ACCEPTED.

BUILDING ADDRESS

IMPACT FEE ADMINISTRATION

3300 MAIN

Houston, TX 77002

MAILING ADDRESS

UTILITY ANALYSIS SECTION

P.O. BOX 131927

HOUSTON, TX 77219-1927

WATER/WASTEWATER CAPACITY RESERVATION APPLICATION
Department of Public Works and Engineering
City of Houston

Required under the Authority of City of Houston Ordinance No. 83-650

Note: Processing fee must accompany application.

(Please print legibly in ink or use typewriter)

PLEASE SUBMIT PROOF OF PROPERTY OWNERSHIP: Recorded Deed, Title Report or Title Insurance

To: *Public Works and Engineering, Impact Fee Administration*
611 Walker, P.O. Box 131927, Houston, Texas 77219-1927

Date: _____

Fee Simple

Title Owner _____ **Agents Name** _____

Mailing Address _____ **Address** _____

City _____ **State** _____ **Zip** _____ **City** _____ **State** _____ **Zip** _____

Company _____ **Company** _____

Phone _____ **Phone** _____ **Phone** _____ **Phone** _____

E-Mail Address _____ **E-Mail Address** _____

Signature _____ **Signature** _____

Print Name _____ **Print Name** _____

**Application submitted by anyone other than the property owner must be accompanied by written notification from the property owner that designates the applicant as an "authorized representative".*

PLEASE NOTE: SUBMITTAL OF FALSE INFORMATION WILL RESULT IN INVALIDATION OF RESERVATION.

LEGAL DESCRIPTION

PLEASE SUBMIT A PROPER LEGAL DESCRIPTION OF THE PROPERTY IN QUESTION:

Lot(s) _____ **Block(s)** _____ **Reserve(s)** _____

Subdivision _____ **Tract(s)** _____ **Survey** _____

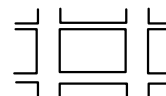
Abstract# _____ **Tract Size** _____

Property Tax account#(s) _____ **Street Address** _____

A SURVEY MUST BE SUBMITTED FOR ALL PROPERTY NOT LOCATED IN A SUBDIVISION OR FOR PROPERTY LISTED AS A TRACT OR PORTION OF A LOT WITHIN A SUBDIVISION

LOCATION MAP

INDICATE ALL STREETS



BELOW THIS LINE COMPLETED BY CITY

Identification No. _____ **Fee Paid** _____

Log In No. _____ **Receipt No.** _____



EXISTING DEVELOPMENT

(Please check if nothing is existing on this site)

VACANT _____

Existing Commercial Development

Street Address	City of Houston Water Account Numbers	Type of Development (i.e. office, retail, Warehouse, mfg.)	Square footage of Each type of Development	High volume Water user Information*

(attach additional sheets if more space is needed)

* high volume water user information must include number of shampoo bowls in a beauty shop, square feet of dining area in a full service restaurant, square footage of paper plate service restaurant, number of washing machines in a washateria, number of seats in a lounge and occupancy of a day care center.

Existing Residential Development

Number of Units	Type of Units		Number of Units	Type of Units
	Houses			Apartments with washers/dryers
	Townhouses			Apartments without washers/dryers
	Condominiums			Other

Additional Information

Name and address of existing development _____

What of the above existing development will be removed or remodeled? _____

Is the existing development served by: City sanitary sewers? _____, septic system? _____, other? _____

(Specify) _____

Additional Information: _____



PROPOSED DEVELOPMENT

Is the proposed development new construction? _____ remodeling? _____ lease space completion? _____

repairing? _____ replacement? _____ conversion? _____ other?(specify) _____

Additional Information _____

Proposed Residential Development

No. of Units	<u>Type of units</u>
	Houses Size (approx. s.f.)
	Townhouses
	Condominiums
	Apartments with Washer/dryers
	Apartments without Washer/dryers
	Other:
	Other:

Proposed Commercial Development

Type of Development (i.e.. office, retail, warehouse, mfg. *)	Square footage Of each type of Development	High volume Water user Information**

* Any request to construct manufacturing facilities must include information on the type of manufacturing proposed and the estimated quantity (gallons per day) and quality of discharge to the sanitary sewer.

** High volume water user information must include number of shampoo bowls in a beauty shop, square feet of dining area in a full service restaurant, square footage of paper plate service restaurant, number of washing machines in a washateria number of seats in a lounge and occupancy of a day care center.

If the proposed development cannot be approved, would you like to construct the maximum allowable development? _____

Additional Information _____

PRIOR CORRESPONDENCE

(Attach copies of any prior correspondence with the City concerning this request.)

Is this request in place of any previous requests? _____ If so, explain _____